

Policy Council Committee Meeting

April 20, 2017

Motion to: Open the meeting.

Motion by: Kimberly N.

Seconded: Samantha M.

Vote: AIF

1. Introductions & Roll Call

Representatives: Megan Porter, Danielle Varney, Stacy Pierpont, Samantha McAninch, Kimberly Novak, Kelley Dow, Heather Hussey, Sandra Winters, and Raelyn Libby. **A quorum was present.**

Staff: Kathy Colfer, Tracye Fortin, Jennifer Pare, and Jami Pollis.

Excused: Kelly Clauson.

Absent: Flavia Oliveira, Billie-Jo Moore, Stacey Church, Amanda Labbe, and Marisah Colon.

2. Infant/Toddler Curriculum and Social Development Presentation

Jami Pollis, Early Childhood Coach, attended Policy Council to talk with members about infant/toddler curriculum and social development. Jami shared that Child & Family Services uses the research-based Creative Curriculum in our infant/toddler programs, as well as Baby Doll Circle Time, which is a part of the Conscious Discipline program. She shared the importance of creating positive environments and experiences for children starting at birth, as 85% of the brain forms by age three. Children who are emotionally healthy are better able to establish and maintain positive relationships with adults as well as with peers.

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 2/16/2017 and 3/16/2017.

Motion by: Raelyn L.

Seconded: Megan P.

Vote: AIF

4. 2017-18 Grant Application - Discussion

The Policy Council discussed in depth details of the draft budget for the Early/Head Start and Early Head Start Child Care Partnerships grant applications for 2017-18. Both applications are due by June 1st. All grant application documents will be presented and reviewed at the May Policy Council meeting, including Summary of Program Self-Assessment and Improvement Plan, Progress towards Goals, Program Description, and Training and Technical Assistance Plan.

Motion to: Accept and approve draft budget as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Samantha M.

Vote: AIF

5. Policies:

- a) Impaired Parent Policy - No changes presented. Reviewed as part of annual review process.

Motion to: Accept and approve the Impaired Parent Policy as presented. KVCAP Board previously reviewed/approved on March 22, 2017.

Motion by: Raelyn L.

Seconded: Megan P.

Vote: AIF

- b) Family Engagement Activity Funds - No changes presented. Reviewed as part of annual review process.

Motion to: Accept and approve the Family Engagement Activity Funds as presented. KVCAP Board previously reviewed/approved on March 22, 2017.

Motion by: Raelyn L.

Seconded: Megan P.

Vote: AIF

- c) Child Care Payment Policy / Client Agreement – Revision presented is if a center is closed more than 3 days due to inclement weather, the program will pro-rate the parent fee. This policy applies to full-day, full-year only.

Motion to: Accept and approve the Child Care Payment Policy / Client Agreement as presented. KVCAP Board previously reviewed/approved on March 22, 2017.

Motion by: Raelyn L.

Seconded: Megan P.

Vote: AIF

- d) Recruitment Plan – No major changes presented. Reviewed as part of annual review process.

Motion to: Accept and approve the Recruitment Plan as presented and recommend to the KVCAP Board of Directors.

Motion by: Raelyn L.

Seconded: Megan P.

Vote: AIF

6. **Reports**

The Director of Child & Family Services reviewed reports in detail and asked if members had any questions/concerns.

- Budget Report through February.
- In-Kind Reports through March.
- Monthly Attendance and Absenteeism Reports for January/February.
- Enrollment Report for March.
- Program Credit Card Expenditures for March.
- KVCAP Board Program Information Report.

Motion to: Accept and approve the reports as presented.

Motion by: Raelyn L.

Seconded: Megan P.

Vote: AIF

7. **Parent Activity Funds**

- a) North Elementary Preschool – T-shirts designed by children and printed (parents will assist children in creating a picture for shirt either through attendance in class during drawing or through take-home activity); End of year celebration activities and food for celebration – parent interaction with child activities - \$768.00
- b) Hartland Preschool – Parents will accompany their preschool child to the Alford Center to enjoy play time in the bounce houses and indoor pool; Craft activity; T-shirt decorating - \$380.00

8. **Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>103.84</u>
<u>Ending Balance</u>	<u>\$</u>	<u>196.16</u>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Samantha M.

Seconded: Danielle V.

Vote: AIF